Federal Work Study Job Announcement

Job Title: Department Helper (Counseling)

Duties:
Light clerical duties, including the following
Filing and pulling files
Photocopying and Faxing
Assemble packets, type labels
Mail pick up and distribution
Answer general questions about the department
General office duties
Greet students - Help students navigate MYWEB

Additional duties (not included in job description):
Excellent communication skills – Verbal and Written
Comfortable with Microsoft Office

Number of positions: 1-2

Department: Student Success ~ Counseling/Matriculation

Work Location (room # or area): SC 250

Desired number of hours per week: 10-20

Duration:
☐ Fall Only
☐ Spring Only
☐ Fall & Spring
☑ Academic Year

Contact information to set up interviews

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